

## Fernald Preserve Community Meeting Room Policy and Terms of Use

### Purpose

The community meeting room in the Fernald Preserve Visitors Center was designed to be used for educational programs and meetings related to the Fernald Preserve. When it is not needed for Fernald Preserve activities, it is available for use by the public for non-commercial purposes. The U.S. Department of Energy's (DOE's) Office of Legacy Management is the steward of the Fernald Preserve, which includes the Fernald Preserve Visitors Center and the meeting room. The S.M. Stoller Corporation (Stoller) is the contractor responsible for the operation of the Fernald Preserve.

### General Usage Policies and Procedures

The following policies and procedures apply to meeting room use in addition to the terms of use:

1. Any person or organization wishing to use the meeting room is required to obtain a permit. Application procedures are described below. All applications for a permit are subject to prior approval of DOE. DOE reserves the right to limit or prohibit any use of the meeting room that represents a threat to the health or safety of Fernald Preserve Visitors Center customers or to the orderly use of the Visitors Center or the Fernald Preserve.
2. Users agree to abide by all meeting room usage regulations relating to the use of the facilities and accept responsibility for all damages caused to the building or to equipment (beyond normal wear). The usage regulations are listed in the application.
3. The meeting room is available only to persons or organizations that do not discriminate against any persons based on race, creed, religion, age, sex, color, disability, or national origin.
4. Use of the meeting room is scheduled on a first-come, first-served basis. DOE reserves the right to reserve the meeting room, or to preempt an approved meeting, for official government business or for maintenance, repair, and construction.
5. The meeting room may be used for cultural, educational, or recreational activities such as exhibits, seminars, lectures or conferences, training sessions, music recitals and performances, public meetings, and fundraising events held by non-profit organizations.
6. The room may **not** be used for:
  - Any purpose that may interfere with the regular operation of the Fernald Preserve Visitors Center;
  - Programs involving the sale, advertisement, solicitation, or promotion of commercial products or services;
  - Programs that are intended to influence or impede any pending judicial or political proceedings;
  - Obscene purposes;
  - Private social events; or
  - Political fundraising events.

## **Fernald Preserve Community Meeting Room Policy and Terms of Use (continued)**

7. No admission fee, registration fee, donations, or other funding may be solicited from meeting attendees, except by tax-exempt 501(c)(3) non-profit organizations with the specific permission of DOE.
8. No charge will be made for the use of the meeting room.
9. The opinions expressed by users of the meeting room do not necessarily reflect those of DOE or Stoller, and DOE and Stoller reserve the right to advise meeting attendees (through signs or announcements) that the user is not affiliated with DOE.

### **Application for Use**

An application form for each date the meeting room will be used must be completed and submitted to the Visitors Center reception desk or faxed to (513) 738-2137. The application must be signed by an authorized representative of the group; he or she shall attend and be responsible for the meeting.

Each completed application will be reviewed, and the contact person will receive confirmation by e-mail (preferred), by fax, or by mail within 10 working days. The meeting room will not be considered scheduled until confirmation is sent.

Applications must be submitted at least 30 calendar days prior to the meeting date, in order to allow sufficient time to process the application and notify the contact person. Reservations can be made no more than 1 year in advance. The Fernald Preserve Visitors Center staff will share information regarding the meeting room's availability with interested parties who call in; however, applications to use the meeting room will not be accepted over the telephone.

Applications may be denied if they are incomplete or if the proposed use is contrary to the usage policy stated above. If an application is denied, the applicant will be informed of the denial and why the application was denied. Applicants have the right to appeal the denial of an application. Information regarding the appeal process will be provided to the applicant in the event that his or her application is denied.

To download an application to use the meeting room, visit:

[http://www.lm.doe.gov/land/sites/oh/fernalld/visitorscenter/center\\_use.htm](http://www.lm.doe.gov/land/sites/oh/fernalld/visitorscenter/center_use.htm).

### **Hours**

Meetings may be held during the Fernald Preserve's hours of operation. Evening meetings must conclude by 9:00 p.m. The meeting room is closed on Sundays.

### **Emergency**

Ensure that each person using the facility is aware of the location of emergency exits.

If an emergency occurs in the facility while it is in use, a user should **DIAL 911** on the nearest telephone if it is safe to do so. If there is an urgent but non-emergency need to contact a facility representative during the use of the facility, a user should dial (513) 648-4026.

## **Fernald Preserve Community Meeting Room Policy and Terms of Use (continued)**

### **Equipment**

The meeting room is equipped with the following equipment:

- Presentation computer with Internet connection
- Computer/video projector
- Teleconference system
- Videoconference system
- A DVD/VCR player
- Audio address system with wireless microphones
- Audio output for video recording

The equipment needed must be requested on the application form. If users are unfamiliar with the equipment, they should meet with Fernald Preserve staff before the meeting, so that they may be shown how to use the equipment safely. Users should notify a staff member if equipment does not work. Users will be held responsible for any and all damage caused to the equipment while in the possession of the user.

### **Capacity and Facilities**

Maximum room capacity is 250 for auditorium seating and 120 for conference seating. Chairs and up to 15 tables, depending on the needs of individual groups, are available for users. Staff at the Fernald Preserve will set up the room if alternative layouts are noted on the application and approved by the Fernald Preserve staff. Users are required to leave the furnishings as they are and should not reconfigure the room. Users should also remove any materials that were brought with them.

Only non-alcoholic beverages and light snacks may be served. Kitchen facilities, including a sink, a refrigerator, and coffeepots, are available; however, supplies are not provided. Please note that there is no oven in the kitchen. Each user must clean the kitchen and meeting room; empty, clean, and turn off the coffeepot; and put the kitchen and meeting room in order after they have been used. Responsible parties will be billed for any extra cleaning required as a result of food or beverages in the room.

Meeting room users should recycle waste materials whenever possible. A recycling center is available for recycling paper, aluminum cans, and cardboard. Other materials to be recycled should be taken off site.

### **Americans with Disabilities Act Compliance**

The Fernald Preserve requires that any group utilizing the meeting room will comply with the provisions of the Americans with Disabilities Act, which states that a meeting or materials at a meeting be provided in an accessible format in response to a reasonable request. This is a mandatory requirement.

## Terms of Use

Organizations that wish to use the Fernald Preserve meeting room agree to abide by the Usage Policies and Procedures located at 7400 Willey Road and the following terms of use:

### 1. Prohibited Uses

Users may not:

- Destroy or damage government property;
- Engage in any conduct that is loud or disruptive;
- Consume or be under the influence of alcoholic or malt beverages;
- Consume or be under the influence of illicit drugs; or
- Carry or possess firearms or other dangerous weapons, explosives, or incendiary devices.

### 2. Meeting Materials

- Displays, posters, and literature pertaining to a meeting may not be placed anywhere in the Fernald Preserve Visitors Center except in the meeting room while the meeting is taking place. Displays may not be affixed directly to the walls of the meeting room. Flyers, posters, displays, and other literature must be removed from the premises at the conclusion of the event.
- All meeting-related advertisements, announcements, press releases, flyers, etc., must clearly state that the meeting is **not** sponsored by the Fernald Preserve.
- The address that can be used on meeting announcements is 7400 Willey Road, Hamilton, OH 45013. Use of the name, address, or telephone number of the Fernald Preserve as the address or headquarters of any group using the Fernald Preserve for meetings is prohibited.
- Meeting room users are responsible for carrying their own supplies and operating equipment they use.
- The Fernald Preserve is not responsible for equipment or materials owned by a group and used in the meeting room. All equipment must be removed at the conclusion of the meeting. No storage space is available.

3. Due to tight schedules, each organization will be admitted to and must vacate the room at the scheduled times.
4. Fernald Preserve staff may attend or observe any meeting or program at any time.
5. A group composed primarily of minors (persons under 18 years of age) must have a sponsor (over the age of 25) attend its meeting. For every 15 persons under the age of 18, there must be one person over the age of 25. The sponsor must sign the meeting room application.

## **Fernald Preserve Community Meeting Room Policy and Terms of Use (continued)**

6. For and in consideration of the use of the meeting room, any person or organization using same hereby agrees to indemnify and hold harmless the U.S. Department of Energy (DOE) or the S.M. Stoller Corporation (Stoller)—and their agents, employees, subcontractors, successors, and assigns—from any and all actions or suits relating to the use of such rooms and facilities. Further, such person or organization agrees to reimburse DOE and Stoller for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage, the matter will be referred to the Office of the General Counsel for legal action.

I have read and agree to abide by the meeting room terms of use:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Please print, sign, and return this entire document to:

*Donna Metzler  
S.M. Stoller Corporation  
10995 Hamilton-Cleves Highway  
Harrison, OH 45030  
Phone: (513) 648-5815, Fax: (513) 738-2137*

Note: The meeting room is not officially “booked” until the reservation is confirmed.